



Workforce Investment Act Certification

*Handbook for **Minnesota State Colleges and Universities (MnSCU)** and
University of Minnesota Training Providers*
(Last updated 2/3/2014)

Table of Contents

Introduction 2

WIA Certification Conditions 2

Application Directions..... 3

 Program Certification Directions..... 3

 Non-Credit Course Certification Directions..... 4

Appendix A: ISEEK Directions for Certifying MnSCU and UofM Programs..... 5

Appendix B: ISEEK Directions for Certifying MnSCU and U of M Non-Credit Courses..... 8

Appendix C: Form for an Appeal of Certification Denial or Termination of Eligibility 13

Introduction

This handbook provides application instructions for Workforce Investment Act (WIA) Certification for programs and courses held at Minnesota State Colleges and Universities (MnSCU) and University of Minnesota (U of M) institutions. MnSCU and the Minnesota Department of Employment and Economic Development (DEED) have an agreement allowing for streamlined WIA Certification of programs and courses. If your institution is not a MnSCU or U of M institution, refer to the [WIA Certification Handbook for Private Institutions](#).

WIA Certification Conditions

As a WIA training provider, you understand and accept that you must:

- 1. Offer training programs that provide recognized credentials to students upon completion.**
Examples of credentials are: a diploma, industry-recognized certificate or licensure, an associate degree, or a baccalaureate degree. For more information on what constitutes a credential, see The Minnesota Department of Employment and Economic Development's [Credential and Training Policy](#).
- 2. Be an ISEEK education and training provider and have programs or courses listed on ISEEK.**
MnSCU and U of M training programs or courses that are WIA certified and/or waiting for WIA certification must be listed on ISEEK. Your application information about your training programs or courses must be identical to what is entered into ISEEK.
- 3. Know the appeal process for training certification denial or termination of training eligibility.**
An appeal must be submitted within two weeks after the service provider receives notification. See form in [Appendix C](#).
- 4. Meet the requirements of the Workforce Investment Act.** If the eligible training provider substantively violates the Workforce Investment Act or intentionally supplies inaccurate information, as determined by the local workforce council and/or the State of Minnesota, program eligibility may be terminated. Local workforce councils and/or the State of Minnesota may take other corrective actions as deemed appropriate.

Application Directions

As a MnSCU or U of M institution, the steps in applying for WIA Certification depend on whether you are seeking to have a “program” WIA Certified or a “non-credit course” WIA Certified. “Programs” are collections of courses that lead to a degree or certificate (such as an Associate’s Degree). “Non-credit courses” are courses that do not provide credit towards a specific degree, but may provide Continuing Education Units (CEUs) or an industry recognized certificate/licensure. If you are applying to have a program WIA Certified, follow the program directions section immediately below. If you are applying to have a non-credit course WIA Certified, follow the non-credit course directions section on the following page.

Program Certification Directions

STEP 1: Update ISEEK Information

- Check to see if your Minnesota institution is listed on ISEEK at: <http://www.iseek.org/education/educationSearch#> -if your Minnesota institution is not listed on ISEEK go to www.iseek.org/education/beprovider to add your school to ISEEK. Submit the form to start the free registration process.
 - Once your institution is approved, you will be notified of the next steps to becoming a provider.
 - You will receive notification of your login ID and password as well as access to the Information Manager where you will maintain data about your organization. A separate web address is used for added security.
- Make sure all of the information regarding the programs or courses that you are applying to have WIA Certified are up to date. For detailed instructions about updating information on ISEEK:
 - MnSCU providers see [Appendix A: ISEEK Directions for Certifying MnSCU Programs](#).
 - U of M providers: contact Jacqueline Soucie (jacqueline.soucie@ISEEK.org).

STEP 2: Email Jacqueline Soucie

If you are applying to have a program WIA Certified send an email to Jacqueline Soucie (jacqueline.soucie@ISEEK.org). In your email, include the following information for each program you are applying to have WIA Certified:

- Program Title
- Program Code
- Award Code
- Campus Location where program is offered (if an institution has multiple campuses)
- CIP Code and CIP Name (if listed)

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA
Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

Non-Credit Course Certification Directions

STEP 1: Update ISEEK Information

- Check to see if your Minnesota institution is listed on ISEEK at:
<http://www.iseek.org/education/educationSearch#>
- If your Minnesota institution is not listed on ISEEK go to www.iseek.org/education/beprovider to add your school to ISEEK. Submit the form to start the free registration process.
 - Once your institution is approved, you will be notified of the next steps to becoming a provider.
 - You will receive notification of your login ID and password as well as access to the Information Manager where you will maintain data about your organization. A separate web address is used for added security.
- If your MnSCU or U of M institution is listed on ISEEK, ensure ISEEK has up to date information on the course(s) that you are applying to have WIA Certified. For detailed instructions about updating information on ISEEK:
 - MnSCU providers see [Appendix B: ISEEK Instructions for WIA Certifying MnSCU Non-Credit Courses](#).
 - U of M providers: contact Jacqueline Soucie (jacqueline.soucie@ISEEK.org).

STEP 2: MnSCU Providers Flag Course as “WIA Certified” through ISRS System

- Consult with your Integrated Statewide Record System (ISRS) contact at your campus to revise course descriptions and to flag courses for WIA certification.
 - Contacts are usually campus users within the Registrar's Office. Contact Jacqueline Soucie if you are in need of your campus contact's name.
 - In order for a course to qualify for WIA Certification, it must result in a credential, as defined by The Minnesota Department of Employment and Economic Development's [Credential and Training Policy](#). If you have questions regarding whether your course results in a credential, contact Sarah Sinderbrand (Sarah.Sinderbrand@state.mn.us).
- For detailed instructions about certifying your courses and updating information on ISEEK, see [Appendix B: ISEEK Instructions for WIA Certifying MnSCU Non-Credit Courses](#).

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA
Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

Appendix A: ISEEK Directions for Certifying MnSCU and U of M Programs

Search for your programs on ISEEK to review whether they are WIA certified.

1. Go to the Education Search Tools and select Programs.
<http://www.iseek.org/education/educationSearch#>
2. Select "OR browse programs by college / school."
3. Scroll through the drop down box and select your school.
4. Click View Matching Programs.

Education Search Tools

Share Save Print

f t in W S You v

Search: Colleges / Schools Fields of Study **Programs** (online and in-class) Courses (online and in-class) Certifications Short-Term Training Apprenticeships K-12 Online Courses

A program is a series or combination of courses covering related skills or topics. It can take several months or years to complete. It usually ends with a credential such as a degree, diploma, or certificate. Learn more about [higher education](#), [adult basic education](#), or [online learning](#).

► Search by keyword

► OR match programs to your preferences

► OR browse programs by college / school

Anoka-Ramsey Community College - Cambridge ▼

VIEW MATCHING PROGRAMS

► OR browse online programs

► OR compare programs at different colleges / schools

Select "OR browse programs by college / school." Scroll through the drop down box and select your school. Click View Matching Programs.

5. Search results will display a list of programs for your school. Only programs with the WIA icon are considered to be currently WIA certified. **WIA**
6. Click the link to each program title to view program details.

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA
Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

<u>Applied Engineering Technology</u>	<u>Anoka-Ramsey Community College - Cambridge</u>	AS ?	At least 2 but less than 4 years
<u>Art</u> <u>WIA</u>	<u>Anoka-Ramsey Community College - Cambridge</u>	AFA ?	At least 2 but less than 4 years
<u>Athletic Coaching</u> <u>WIA</u>	<u>Anoka-Ramsey Community College - Cambridge</u>	Certificate ?	More than 1 term but less than 1

7. Inquiries about certification of MnSCU or U of M programs should be directed to Jacqueline Soucie at jacqueline.soucie@iseek.org or 651-201-1539. School contacts will need to provide Jacqueline with the program title, code, and award of each program. Provide campus location where program is offered if an institution has multiple campuses. Provide CIP Code and CIP Name if listed.

Anoka-Ramsey Community College - Cambridge

300 Spirit River Drive South
Cambridge, MN 55008

[View map](#)

Phone: (763) 433-1100

<http://www.anokaramsey.edu>

Provide campus location where program is offered if an institution has multiple campuses.

Program: Applied Engineering Technology

Program Title

[View program performance](#)

This 60 credit program will prepare the learner for transfer to Bemidji State University. A secondary benefit to this program is that it will prepare students for a career in Biomedical Device Manufacturing, as either a technician level, or to advance to an applied engineering level in conjunction with Bemidji State University. Drawing heavily on industry representative feedback this unique program of study includes an introduction to biomedical manufacturing technology and industry-specific software and hardware training. Along with a strong general education core including a solid science and math foundation, students will participate in coursework that strengthens their communication and critical thinking / problem solving abilities. "Hands-on" learning and field experiences with a local biomedical company will help maximize the employment opportunities for program graduates.

<http://www.anokaramsey.edu/classes/programsinterest/BMED.aspx>

Program Code:
8045

Required information is highlighted.

Total Credits:
60

Award:
AS - Associate in Science

Length of Program/Award:
At least 2 but less than 4 years

Location:
Anoka-Ramsey Community College, Cambridge Anoka-Ramsey Community College, Coon Rapids

Specialties:
Not available.

Provide CIP Code and CIP Name if listed.

WIA Qualifies for WIA Credentialed Training:
No

Field of Study (Majors):

Biomedical Engineering

140501 - Biomedical/Medical Engineering

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA

Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

8. Jacqueline will examine the programs and compare them to others with the same or similar CIP Codes. She will send the school's request to the DEED WIA Certification Contact, Sarah Sinderbrand, along with her recommendations for certification. Sarah will either authorize certification or contact the school for further information.
9. If a program is missing from the list of results contact Jacqueline Soucie at jacqueline.soucie@iseek.org or 651-201-1539. School contacts will need to provide Jacqueline with the program title, code, and award of each program. Provide campus location where program is offered if an institution has multiple campuses.

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA
Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

Appendix B: ISEEK Directions for Certifying MnSCU and U of M Non-Credit Courses

Search for your non-credit courses on ISEEK to review whether they are WIA certified.

- Go to the Education Search Tools and select Courses. <http://www.iseek.org/education/educationSearch#>
- Select "OR browse courses by college / school."
- Scroll through the drop down box and select your school.
- Click View Matching Courses.

Search: Colleges / Schools Fields of Study Programs (online and in-class) **Courses (online and in-class)** Certifications Short-Term Training Apprenticeships K-12 Online Courses

A course is one of a series of lessons or class meetings that may be part of an education program. It usually includes regularly scheduled class sessions. Learn more about [higher education](#), [adult basic education](#), or [online learning](#).

► Search by keyword

► OR match courses to your preferences

► OR browse courses by college / school

College / School Name:
Minnesota West Community and Technical College - Granite Falls

VIEW MATCHING COURSES

► OR browse online courses

Select "OR browse courses by college / school."
Scroll through the drop down box and select your school.
Click View Matching Courses.

- Narrow your results by selecting the Show non-credit only link from the left navigation bar.

Course Search Results

Your Selections:
Remove these selections to increase your results.
[Minnesota West Community and Technical College - Granite Falls](#)

103 courses found

Course No.

ACCT 1104

ACCT 1110

Narrow Your Results by:

☒ Credits

[Show non-credit only](#)

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA

Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

- Search results will display a list of courses for your school. Only courses with the WIA icon are considered to be currently WIA certified. **WIA**

Note: If a course is missing from the list of results skip to #13.

- Click the link to each course title to view course details.

Course Search Results

Your Selections:
Remove these selections to increase your results.
Minnesota West Community and Technical College - Granite Falls

Credits
Show non-credit only

Narrow Your Results by:
☒ WIA
☒ Subject Category


27 courses found


Course No.	Title	School Name
CTPS 0526	<u>Fire Arms Instructor Certification Contract Training</u>	<u>Minnesota West Community and Technical College - Granite Falls</u>
CTHL 0362	<u>Trauma Nursing Care Course Contract Training</u>	<u>Minnesota West Community and Technical College - Granite Falls</u>
CTHL 0315	<u>ALSO - Advanced Life Support in Obstetrics Contract Training</u>	<u>Minnesota West Community and Technical College - Granite Falls</u>
CTHL 0296	<u>Attitude-The Mind's Paintbrush Contract Training</u>	<u>Minnesota West Community and Technical College - Granite Falls</u>
CTHL 0231	<u>Mastering Medicare Simulcast</u>	<u>Minnesota West Community and Technical College - Granite Falls</u>

- Review the course description to determine whether the course qualifies for WIA certification. In order for a course to qualify for WIA Certification, it must result in a credential, as defined by The Minnesota Department of Employment and Economic Development's [Credential and Training Policy](#). If you have questions regarding whether your course results in a credential, contact Sarah Sinderbrand (Sarah.Sinderbrand@state.mn.us).

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA
Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

Minnesota West Community and Technical College -
Granite Falls
1593 11th Ave.
Granite Falls, MN 56241
 [View map](#)

Phone: (320) 564-5000
 <http://www.mnwest.edu>

SEND ME INFO

Course Title

Course: Fire Arms Instructor Certification Contract Training

Today's police officers are charged with a variety of responsibilities. Most important of these include teaching and maintaining basic weapons handling and marksmanship skills. As an instructor, you will return to your agency ready to manage this critical needs. A portion of this course will include night/low light shooting/instruction.

Division:
None

Course Number:
CTPS 0526

Delivery Method(s):
CLASSROOM

Comments:
None

Tuition:
For tuition information please visit
<http://www.mnwest.edu>

Fees:

U of M Providers:

Inquiries about certification of U of M courses should be directed to Jacqueline Soucie at jacqueline.soucie@iseek.org or 651-201-1539. School contacts will need to provide Jacqueline with the course title and code of each course. Provide campus location where course is offered if an institution has multiple campuses.

MnSCU Providers:

- Consult with your ISRS contact at your campus to revise course descriptions and to flag courses for WIA certification.
Note: Contacts are usually campus users within the Registrar's office. Contact Jacqueline Soucie if you are in need of your campus contact's name.
- Select the WIA Code (industry credential or occupational license) for each course. If your course does not result in one of the WIA Code's listed in this dropdown menu, it is not eligible for WIA Certification. For questions regarding if your course qualified for WIA Certification, contact Sarah Sinderbrand at Sarah.Sinderbrand@state.mn.us or 651-259-7589.
Note: WIA-certified courses must result in a credential (e.g., AWS, MSSC, A+, Microsoft, Six Sigma Black/Green Belt, CDL) or an occupational license for a given industry (e.g., CNA, Real Estate, CDL)

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA
Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

MINNESOTA STATE COLLEGES & UNIVERSITIES

Non-Credit Course Academic Details [Logout](#)

Curriculum ID [00130569](#) Subject HLTH Nbr 3817 Campus Bemidji State University

Effective Dates 08/23/2010 - 12/31/9999

Long Title Non Credit Health Course - Phil/Sonya Abbr Title Non Credit Health Course

Sub Title Non Credit Health Course - Phil/Sonya Status Approved

Primary CIP Code 510703 Level Non-credit(hr) Prev Curriculum ID

[Outline](#) [Registration Details](#) [Review Notes](#) [Approval Notes](#)

Academic Details Depts & Divisions Offering Frequency

Academic Details

Session Type Print Catalog

Customized Train Type Display On Web

Lab Hours Instructional Unit Type

Lecture Hours WIA Code

Lab Curriculum ID

Save Revert Back

MINNESOTA STATE COLLEGES & UNIVERSITIES

Non-Credit Course Academic Details [Logout](#)

Curriculum ID [00130569](#) Subject HLTH Nbr 3817

Effective Dates 08/23/2010 - 12/31/9999

Long Title Non Credit Health Course - Phil/Sonya

Sub Title Non Credit Health Course - Phil/Sonya

Primary CIP Code 510703 Level Non-credit(hr)

[Outline](#) [Registration Details](#) [Review Notes](#) [Approval Notes](#)

Academic Details Depts & Divisions Offering Frequency

Academic Details

Session Type Print Catalog

Customized Train Type Display On Web

Lab Hours Instructional Unit Type

Lecture Hours WIA Code

Lab Curriculum ID

Save Revert Back

Select the WIA Code which most closely will result in or prepare students to successfully achieve an industry-recognized credential or an occupational license.

A+ - Industry
Alcohol Awareness - Industry
Anesthesia Administration - Industry
Anesthesia Administration - St License
Auto CAD - Industry
Automotive Service - Industry
Boiler - Industry
Boiler - St License
Bookkeeper - Industry
BPI BA - St License
Building Contractors - St License
Building Oper Lev 1 (MEEA) - Industry
Building/Home Energy - Industry
Business Analysis - Industry
C.N.A. - Industry
Central Sterile Processin - Industry
Cert Global Business Prof - St License
Cert Sustainability Prof - St License
Certificate of Achievemen - Industry
Certificate of Completion - Industry
Certificate of Completion - Industry

- Each week courses which are flagged with a WIA Code in ISRS by 11:59 PM Monday evening will display the WIA icon by 7 AM Wednesday morning on ISEEK.

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA

Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

- Inquiries about certification of MnSCU non-credit courses should be directed to Jacqueline Soucie at jacqueline.soucie@iseek.org or 651-201-1539. The actual certification is completed by the school, but Jacqueline may be able to assist you with questions or concerns.
- If a course is missing from the list of results check with your ISRS contact at you campus.

Note: The following is a description of what you need to have in place for your current and future courses to be displayed on ISEEK. It applies to both credit and non-credit courses.

Background: The web site begins pulling data after the first begin date of either date type 0080 or 0087 in the YRTR/Calendar Maintenance (UT3056UG). Date Type explanations as follows:

0080

Valid Registration course add dates. This date type must be setup for registration to be activated. Enter the first date registrations are accepted for the term and the last date students are allowed to add courses for the selected term.

0087

Web Schedule html Extract. This date type must be setup in order to have the course records for the selected year term posted to your institution's website, if you are using the MnSCU process to extract and display this course schedule. If you are using your own home-grown extract and display process, this date will not impact that process.

Enter the range of dates during which the term course data for a selected term should be extracted and posted to the web. Additional setup work must be completed on the Web Schedule Maintenance screen (CS2046UG) for this process to work correctly.

At Issue: Some institutions are only submitting date type 0080. Therefore; your courses do not appear on ISEEK until after the 1st begin date of open registration. Other institutions submit date type 0087, but need to consider submitting earlier dates for the same reason. It is beneficial for all institutions to submit date type 0087 with the date your courses are ready to be advertised to your prospective students.

Recommended Dates for date type 0087:

Summer Class Schedule: by March 1st.

Fall Class Schedule: by March 1st. This would allow perspective students to view fall classes at an earlier date.

Spring Class Schedule: No later than October 1st.

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA
Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

Appendix C: Form for an Appeal of Certification Denial or Termination of Eligibility

Training providers can file an appeal for any program that was denied eligibility or had its eligibility terminated. Training providers have two weeks to submit this form after receiving notification of the denial or termination.

Once the form is received:

1. The appeal is routed to the WIA program certification unit of DEED.
2. Staff is assembled, reviews the information, and renders a decision within two (2) weeks after receipt of the appeal. The review will consist of examination of all pertinent data, material presented by the program operator, and any material presented by the appropriate local Workforce Investment Board.
3. The decision is communicated with the program operator. The decision is final.

CONTACT INFORMATION

Training Program Provider: _____

Institutional Code: _____

Contact Name: _____

Address: _____

Phone Number: _____

Contact E-mail address _____

PROGRAM INFORMATION

Name of Program for which an appeal is being made

Program Code _____ CIP Code _____

APPEAL INFORMATION

Did the program meet the required performance standards? YES _____ NO _____

If no, were there extenuating circumstances that prevented the program from meeting the required performance standards: (additional space can be added if necessary)

1. Demography of Participants

2. Economic Conditions

3. Temporary School Conditions

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA

Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

4. Other (additional space can be added if necessary)

SIGNATURE
Applicant

Contact Name's Signature

Date Submitted

DEED

Received By

Date Received

Disposition of the Appeal

Questions? Jacqueline Soucie at ISEEK.org

Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA

Email: jacqueline.soucie@iseek.org Phone: 651-201-1539